

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 06-07	ISSUE DATE: 5/15/06
TITLE: SFY 06 Appropriations, Receipts and Expenditures, Vouchers and Deposit Vouchers	REVISION DATE:
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PROCEDURES

Accounting procedures for SFY 06 items submitted after June 1, 2006 are summarized as follows:

1. Vouchers

- a. All invoices to be keyed after July 1, 2006, liquidating institution or division purchase orders issued prior to July 1, 2006 are to be keyed as SFY 2007 transactions using SFY 2007 document numbers. Legitimate SFY 06 purchase order balances will be brought forward to SFY 2007 to facilitate the payment process.
- b. Any invoices pertaining to legitimate SFY 06 activities with no purchase order liquidation can be coded as a SFY 06 transaction. Approval of your BFS Lead Accountant is required prior to entry of SFY 06 transactions after June 29, 2006. Approval by the DHFS Reconciler, BFS, is required after July 7, 2006.
- c. Keying of SFY 06 invoices by BFS or by delegated keying locations must be completed by 5:00 p.m. on June 29, 2006.

2. State Building Trust Funds

State Building Trust Fund vouchers must reach this office not later than noon, June 27, 2006 to be recorded as a SFY 06 expenditure. All vouchers disbursing funds from State Building Trust Fund appropriations that are received in BFS after noon, June 27, 2006 will be coded as SFY 2007 expenditures and included in the July or subsequent month vouchers, regardless of purchase order date.

3. Deposit Vouchers

All receipts and refunds of expenditures (except State General Fund and State Building Trust Fund) which originate in SFY 06 are to be included on deposit vouchers headed "June Work". The deposit voucher and the journal voucher clearing the 975 Appropriation on the deposit voucher must be received in BFS by noon, June 29, 2006. Organizations not using the 975 direct deposit concept must submit the deposit voucher to reach this office by noon on June 29, 2006.

Treatment of General Fund receipts is outlined in *Reconciliation Bulletin 06-06*.

4. State Building Trust Fund Purchase Orders

State Building Trust Fund Purchase Orders must be submitted to reach the Bureau of Fiscal Services by noon, June 09, 2006. This date is extremely important due to the cut-off established by the Department of Administration. Copies of purchase orders (may be faxed) are to be sent to Mary Ritchie, Bureau of Fiscal Services, Accounts Payable Section, Room 750, 1 West Wilson Street, Madison.

Any State Building Trust Fund purchase orders that are received by BFS after noon, June 09, 2006 will be coded to SFY 2007 with the appropriate purchase order numbers assigned for SFY 2007.

5. We call your attention to the following items:

a. Telephone

External -- Code to the fiscal year shown on the invoice. This will mean that on July invoices, for example, the June tolls included therein will be coded to the new fiscal year.

b. Electric and Gas Service

The date of meter reading determines the year to be charged. Therefore, service for the period June 16, 2006 to July 15, 2006 is to be charged entirely to SFY 2007.

c. Rent of Land

If the charge is on an annual or semi-annual basis, the due date for the period covered is the determining factor in the year to be charged. Thus, if the payment due on June 2, 2006 is made for the period June 2, 2006 to October 1, 2006, the entire amount of the rental is to be charged to SFY 06 funds.

d. Post Office Box Rental Due on July 1, 2006

In order to have the check by July 1, prepare a June voucher charging SFY 06 funding.

e. Advance Rental or Postage Meter to Pitney Bowes

The additional charge or credit based on the previous period is charged to the fiscal year of the invoice.

f. Subscription, Dues, Insurance, and Periodicals:

Code to fiscal year in which service begins, otherwise by invoice date.

g. Other Contractual Services:

Code to the fiscal year in which services are rendered. All such services should be invoiced not to overlap fiscal years.

Encumbered charges for services are coded to correspond to the date of the encumbrance.

CONTACT PERSON

If you have any questions, please contact the person as listed below:

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